

**STATE PLAN PREPARATION, PROCEDURES AND ELIGIBILITY**

1. **Purpose.** This Chapter explains the objectives, eligibility requirements, and guidelines for the States and the National Park Service (NPS) in preparing and reviewing Statewide Comprehensive Outdoor Recreation Plans (SCORP). The SCORP is required by Section 6 (d) of the L&WCF Act of 1965, as amended.

The guidelines are based on provisions of the L&WCF Act, related Federal statutes, and determinations of the NPS Director regarding planning considerations essential for effective administration of the L&WCF program.

The Governor and/or the officially designated State Liaison Officer (SLO) are the officials authorized to act for the State, as specified under the various provisions of this Part.

2. **Requirements of the Land and Water Conservation Fund Act of 1965, as Amended.** The L&WCF Act of 1965, as amended, requires a SCORP from each State prior to consideration by the Secretary of the Interior for financial assistance for acquisition or development projects.

The L&WCF Act explicitly requires the SCORP to include the following:

- A. The name of the State agency that will have the authority to represent and act for the State in dealing with the Secretary for purposes of the Land and Water Conservation Fund Act of 1965, as amended;
- B. an evaluation of the demand for and supply of outdoor recreation resources and facilities in the State;
- C. a program for the implementation of the plan;
- D. certification by the Governor that ample opportunity for public participation has taken place in plan development; and
- E. other necessary information, as may be determined by the Secretary. (Such information is described in this Chapter, which may be amended in the future).

The Plan shall take into account relevant Federal resources and programs and shall be correlated so far as practicable with other State, regional and local plans.

3. **Goals and Objectives of the Plan.** The goals of the plan and its associated planning process are to direct each State's use of its L&WCF apportionment.

The objectives of the plan and its associated planning process are to:

- A. fulfill the purposes of the L&WCF Act as stated in Chapter 600.2 of this Manual;
- B. provide each State the maximum opportunity and flexibility to develop and implement its plan;
- C. describe the role of the L&WCF in the State's provision of outdoor recreation opportunities and the States policies for use of its L&WCF apportionment;
- D. provide a basis for determining each State's L&WCF eligibility; and,
- E. ensure relevant, influential and timely planning for the State's use of its L&WCF apportionment.

Each State is encouraged to conduct outdoor recreation planning beyond the minimum required to maintain L&WCF eligibility (see Chapter 630.2d). Under Section 8(a) of P.L. 90-543, as amended, and Section 11(a) of P.L. 90-542, as amended, respectively, the Secretary is directed to encourage States to consider in their plans the needs and opportunities for establishing recreation and historic trails and wild, scenic and recreational river areas.

4. **Plan Requirements.** The minimum requirements of the plan are:
- A. the plan must describe the process and methodology(s) chosen by the State to meet the guidelines as set forth in this Chapter;
  - B. the planning process must include ample opportunity for public participation, involving all segments of the State's population.
  - C. the plan must be comprehensive. The plan will be considered comprehensive if it:
    - (1) identifies outdoor recreation issues of statewide importance based upon, but not limited to, input from the public participation program. The plan must also identify those issues that the State will address through the L&WCF, and those issues which may be addressed by other means,

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- (2) evaluates demand, i.e., public outdoor recreation preferences, but not necessarily through quantitative statewide surveys or analyses, and
    - (3) evaluates the supply of outdoor recreation resources and facilities, but not necessarily through quantitative statewide inventories;
  - D. the plan must have an implementation program which identifies the State's strategies, priorities, and actions for the obligation of its L&WCF apportionment. The implementation program must be of sufficient detail to demonstrate that projects submitted to NPS for L&WCF funding implement the plan;
  - E. the plan must contain a wetlands priority component consistent with Section 303 of the Emergency Wetlands Resources Act of 1986. At a minimum, the wetlands priority component must:
    - (1) be consistent with the National Wetlands Priority Conservation Plan, prepared by the U.S. Fish and Wildlife Service,
    - (2) provide evidence of consultation with the State agency responsible for fish and wildlife resources, and
    - (3) contain a listing of those wetland types which should receive priority for acquisition; and
  - F. the plan may consist of a single document or may be comprised of multiple documents as long as the guidelines as set forth in this Chapter are met.
5. **Plan Cooperation.** An effective working partnership between each State and NPS is necessary. Consultation should cover such elements as scheduling, planning methodology(s), public participation, and NPS assistance needed by the State.

Each State is strongly encouraged to consult and coordinate its planning process with NPS on a regular basis, especially at the start of its planning cycle, to ensure that the planning process and its products are mutually acceptable. At its discretion, the State may enter into a formal planning agreement with NPS on an annual or multi-year basis to formalize consultation procedures, NPS technical assistance required, and other planning matters.

6. **Submission of Plan Documentation.** The minimum documentation required to be submitted by each State to NPS as evidence of conformance with this Chapter is a new or revised plan at least once every five years. The Plan must be approved by the State's Governor or designated Liaison Officer. The Plan must contain a certification by the Governor that ample opportunity for public participation has taken place in development of the plan. A total of 10 copies of the plan must be submitted to the State's NPS Regional Director. Amendments to the plan may be submitted at any time. Amendments will follow the same review and approval procedures as the original Plan.
7. **Eligibility Criteria Related to Planning.** Each State will be deemed eligible for participation in the L&WCF when its plan meets the requirements of the L&WCF Act. Evidence of an adequate planning process is provided by the maintenance of a current and complete plan, which must be published once every five years, and progress toward implementation of the plan. Failure to maintain and implement an adequate plan will be considered sufficient justification for termination of the State's eligibility for participation in the L&WCF.

Upon a finding by NPS that the State's plan is inadequate, the State may be placed on probation, through written notification of the State's designated Liaison Officer, for a period of 90 days, within which time it must initiate action to correct the identified deficiencies. If the State fails to take corrective action(s) within this 90 day probation period, the Regional Director will suspend the State's eligibility and specify to the State those scheduled actions required to regain eligibility. The State may appeal to the NPS Director within 30 days following placement on probation or declaration of ineligibility. Appeals will be considered by the Director within 60 days prior to termination of the State's eligibility. The decision of the Director will be final.

8. **Transition.** Current NPS commitments to individual States regarding eligibility will be honored. Plans in various stages of completion may continue to be developed under previous guidelines or may opt to adopt these current guidelines. In any instance, States are encouraged to develop planning processes and make changes as necessary to conform with this Chapter as rapidly as possible. When current eligibility expires, the State will be eligible for continued participation in the L&WCF as soon as its plan meets the guidelines as set forth in this Chapter.

### Summary of Legislation Requiring

#### Coordination Between SCORP and Other Federal Programs

- Federal Outdoor Recreation Coordination Act (P.L. 88-29) - provides for coordinating Federal activities related to outdoor recreation, and for developing a nationwide outdoor recreation plan. The Act authorizes the Secretary of the Interior to formulate and maintain a comprehensive nationwide outdoor recreation plan, taking into consideration the plans of the various Federal agencies, States, and their political subdivisions.
- Federal Water Project Recreation Act (P.L. 89-72) - provides uniform policies with respect to recreation, fish and wildlife benefits, and costs of Federal multipurpose water resource projects. The Act requires the Secretary of the Interior to report on the extent to which proposed recreation and fish and wildlife development conforms to and is in accord with the Statewide Comprehensive Outdoor Recreation Plan.
- Water Resources Planning Act (P.L. 89-80) - provides financial assistance to the States in order to increase State participation in coordinated planning of water and related land resources. The Act requires full coordination between comprehensive water resources planning and the SCORP for approval by the Water Resources Council.
- National Historic Preservation Act (P.L. 89-665) - establishes a program for the preservation of historic properties. The Act provides that no grant may be made under its provisions unless the application is in accordance with the comprehensive statewide historic preservation plan which has been approved by the Secretary of the Interior after considering its relationship to the Statewide Comprehensive Outdoor Recreation Plan.
- Colorado River Basin Project Act (P.L. 90-537) - authorizes the construction, operation, and maintenance of the Colorado River Basin Project. The Act requires conservation and development of the fish and wildlife resources and the enhancement of recreation opportunities in accordance with the provisions of the Federal Water Project Recreation Act, cited above. This includes conformity with the Statewide Comprehensive Outdoor Recreation Plan.
- Wild and Scenic Rivers Act (P.L. 90-542) - implements the policy of preserving selected rivers or sections thereof in their free-flowing condition. The Act requires the Secretary of the Interior to encourage the States to consider the needs and opportunities for establishing State and local wild, scenic and recreational river areas, when developing their Statewide Comprehensive Outdoor Recreation Plan.

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- National Trails System Act (P.L. 90-543) - institutes a national system of recreation and scenic trails. It prescribes the methods and standards by which components may be added to the system. The Act directs the Secretary of the Interior to encourage States to consider, in their Statewide Comprehensive Outdoor Recreation Plans, need and opportunities for establishing park, forest, and other recreation trails on lands owned or administered by States, and recreation trails on lands in or near urban areas.
- Bankhead-Jones Farm Tenant Act. - authorizes the Secretary of Agriculture to furnish financial assistance in carrying out plans for works of improvement for land conservation and utilization. It requires that such public works which provide for water-based fish and wildlife or recreational development shall be consistent with Statewide Comprehensive Outdoor Recreation Plans.
- The Emergency Wetlands Resources Act of 1986 (P.L. 99-645) - requires that SCORPs contain a wetlands priority component consistent with Section 303 of the Act, including consideration of wetlands protection needs and problems consistent with the National Wetlands Priority Conservation Plan and a listing of those wetland types, if any, that should receive priority for acquisition. Evidence of coordination and consultation with the State agency primarily responsible for wetlands planning is also required.

### PLANNING ASSISTANCE

1. **Purpose.** The purpose of this Chapter is to specify objectives and requirements governing use of planning grants from the Land and Water Conservation Fund. Such grants are to be used for developing and maintaining Statewide Comprehensive Outdoor Recreation Plan (SCORP) programs, as described in Chapter 630.1.
2. **Use of L&WCF Planning Grants.** Since planning grants are intended for development and maintenance of SCORPs as decision-making and management tools, planning proposals funded must be aimed at either (1) solving a problem identified in the last approved SCORP effort, or (2) developing new data and decision tools identified as essential to completion of an upcoming SCORP.
3. **Pre-Application Consultation.** All planning grants should be the result of joint consultations between the Service and the grantee on priority needs, within the context of a State's continuing and systematic outdoor recreation planning process. Prior to formal submission of any application, the grantee must provide NPS with a brief narrative proposal (not a formal preapplication), discussing objectives, scope, costs, approaches and products in relation to its overall SCORP program, for review by and discussion with the Service's Regional Office. Following Service review of such proposals, they must be discussed in a conference between State and Regional Office personnel to assure mutual understanding on objectives, timing, scope, costs, methodology and products of all proposed work elements. For projects of limited scope and complexity, a telephonic conference may be used instead of a personal meeting. However the results of the NPS-State conference, in whatever form, should be carefully documented in project records, particularly when necessary to assure future understanding by both parties about the planning approach to be used and results expected.
4. **Eligible Applicants.** Only the State Liaison Officer or agency designated by the Governor as being responsible for maintaining the SCORP program is eligible to apply for planning assistance from the Fund. Responsibility for executing a planning project or a portion thereof may be subcontracted to an appropriate non-Federal governmental agency (general purpose or special purpose government unit) or to another public or private planning organization. In all cases, however, the designated State agency is obligated to supervise and to be responsible for all work performed, and must be directly involved in production of the final products of the grant and in the development of any policies or action options expected to result from project work.

5. **Eligible Planning Projects.** To be eligible for Fund assistance, a project must have a clearly defined end product which addresses needs, problems or issues identified in a State's currently approved SCORP documents or is otherwise essential, in the judgement of the State and the Service to production of an upcoming SCORP. It may be explicitly identified as part of a future planning program contained in the current SCORP policy plan or implementation program; or be logically implied, in the judgement of Service reviewers, by discussions of planning needs in such current SCORP documents; or, respond to a specific planning deficiency identified by the Service as part of its periodic review of a State's planning program and State SCORP submissions.
- A. Projects may include surveys, planning studies, data collection and analysis, public participation efforts, and other activities essential to production of a SCORP policy or implementation plan.
  - B. Management studies related to improved financing, operation, maintenance or other use of administrative resources to sustain recreation programs, including evaluations of the overall capabilities of State and local governments fully to protect and utilize their outdoor recreation investments may be funded when clearly related to a State's overall SCORP program and to meeting the requirements of Section 6(f)3 of the L&WCF Act for continued operation and maintenance of all Fund-assisted areas and facilities.
  - C. Studies of natural, ecological, or recreational resource areas, demonstration studies and topics of statewide significance or national concern are also eligible. These studies must meet the following criteria:
    - (1) The study, through either its methodology or results, must be of statewide significance, and the study area must have potential or recognized natural, ecological, or recreational values that need to be carefully evaluated through the SCORP process.
    - (2) The proposal must address a priority problem identified in approved SCORP documents or be essential for the development of decision-making information for an upcoming SCORP. The study must go beyond "basic research" or simple data collection to provide information likely to be used for State or local decision-making on outdoor recreation issues and programs, so that it may provide specific recommendations for inclusion in the State's published SCORP.



- (3) The proposal must include a justification indicating how the project would contribute toward maintenance of the State's overall SCORP program and future State Plan submissions.
  - (4) The study must further the overall purposes of the SCORP process, as defined by the L&WCF Act; i.e, it must be relevant to identified needs for outdoor recreation resources and programs within the State and to the State's present or future actions to meet such needs. The Service, in consultation with the State, will evaluate all such proposals to determine their relationship to a State's overall planning needs. This evaluation will include an assessment of whether the monetary, personnel and other resources devoted to a special study will contribute to or detract from the accomplishment of other high priority planning objectives identified in SCORP submissions or in the Service's reviews of a State's continuing planning process.
  - (5) The study should include a public participation program through which concerned public and private agencies or organizations and interested citizens can be kept informed of, and allowed to comment on, study objectives and results.
  - (6) Responsibility for the overall project, as well as its different elements, must be clearly identified if more than one agency is to be involved.
  - (7) When public land protection measures are proposed, the study must include an examination of the feasibility of any alternatives to fee simple acquisition of the resources to be protected.
- D. Studies or other investigations which are primarily aimed at promoting tourism, or other State and local economic activities or the promotion of private recreation expenditures through recreation development are not eligible for planning grant assistance. However, studies aimed at analyzing or documenting the contributions of outdoor recreation resources to a State's economy or environment or at improving State decisions on the appropriate public and private roles in the management of various recreation resources may be eligible for funding when they meet other appropriate criteria for eligibility as outlined elsewhere in this section.
- E. Detailed plans for capital projects, sketch or site plans, individual area master plans, economic feasibility studies, landscape designs, or architectural and engineering studies are not eligible for planning grant assistance.

- F. Planning proposals must take into account past studies of the same or similar resources or programs to ensure that the proposed efforts do not duplicate earlier research. They must consider any relevant Federal resources, plans, or programs and be correlated, so far as practicable with other State, regional and local plans.
  - G. Two or more planning projects may be carried out concurrently providing they do not duplicate one another. Work items funded under an L&WCF planning grant must not overlap with work items assisted by another L&WCF grant, or financially-assisted under other Federal programs, or otherwise accomplished with Federal personnel or resources.
  - H. When a grant proposal involves funding of outdoor recreation work elements as part of a larger, "consolidated and simplified" State plan, as authorized by Executive Order 12372, particular assurance must be provided by the grantee that the L&WCF grant will be used for direct support of outdoor recreation planning work items and not, either directly or indirectly, of non-recreation planning items related to such areas as housing, transportation, or general economic development.
  - I. Planning grants may not encompass any costs for acquisition of land or interests in land or for development of new facilities. Nor may land acquisition or development costs be used as any part of a grantee's matching share of eligible planning costs.
6. **Available Funding.** Up to 50% of the total cost of an eligible planning project is available to a State, on a reimbursement basis, from its Land and Water Conservation Fund apportionment account. However, grants to the Insular Areas may be made available on a 100% basis (see Section 600.1.8). While there is no dollar limit on the amount of a State's apportionment which can be used for planning grants, the Service reserves the right to limit the size of specific projects based upon each State's planning needs and the relationship of planning costs to overall funding resources. For this reason, Regional Directors should consult with Washington program offices (as part of the Pre-Application consultation process, see 630.2.3) before approving any planning grant or amendment for which the total L&WCF obligation will exceed \$100,000 or 5 percent of a State's most recent apportionment, whichever is greater.
7. **Allowable Costs.** Project costs incurred to sustain an ongoing outdoor recreation planning process are reimbursable as part of an approved planning project. These include the preparation, publishing and distribution of appropriate documents, such as core SCORP documents,

supplemental recreation policy or action plans and related studies. Costs of data collection and processing, public participation activities, special studies, etc. are also eligible for assistance (see Part 670). Contracted professional services for eligible planning activities may be allowed, if, in the Service's judgement, overall responsibility for planning policies and action recommendations is clearly retained by the State Liaison Officer or other designated State agency. All contracts awarded by a grantee must be in accord with the the procurement standards and procedures of Uniform Administrative Requirements Grants and Cooperative Agreements to State and Local Governments (43 CFR 12.1-12.52 - formerly A-102 requirements) as outlined in Section 675.3 of this Manual (see CFR excerpt at Section 675.3, Attachment A.)

8. **Acknowledgement of Assistance.** When assistance from the Land and Water Conservation Fund is provided for a project, the resulting document shall include the following acknowledgement:

"The preparation (updating, revision) of this plan (study, analysis, etc.) was financed in part through a planning grant from the National Park Service, Department of the Interior, under the provisions of the Land and Water Conservation Fund Act of 1965 (Public Law 88-578, as amended)."

This statement may be expanded at the State's discretion to reflect the manner in which the non-Federal share of the total cost was financed.

9. **Intergovernmental Review - E.O. 12372.** A copy of the planning grant application must be submitted to a State's Single Point of Contact (SPOC or State Clearinghouse ) in accordance with the intergovernmental review requirements of Executive Order 12372 (see Chapter 650.8). L&WCF planning grant applications should include assurances that the recreation planning objectives and products of the grant are in accord with comprehensive State planning goals, as determined by the Governor or State agency designated to coordinate overall planning. Comment by way of the E.O. 12372 process is usually the best way to accomplish this, although other types of assurance may be provided if appropriate.

Submissions to the SPOC should normally consist of copies of the material provided to NPS in the application package (described in 630.2.10 below), but a notice of intent including a description of project purpose, scope, cost, beneficiaries may be used if it contains sufficient detail to allow the SPOC to provide potentially interested agencies with an opportunity to comment on the proposed effort. State Single Points of Contact should arrange for review comments by interested organizations and submit all comments to the sponsor for forwarding to NPS within the prescribed review period. Refer to Chapter 650.8 for further requirements.

10. **Project Application.** The complete, single project application process must be used for all planning grants. (see 660.1.2). The standard application form used for Federal construction assistance programs (SF 424 and OMB 80-R0184) is used when applying for Land and Water Conservation Fund planning assistance. It must be accompanied by the appropriate required attachments, including a Description and Notification Form (see Attachment 660.3D).

A. **Standard Application Form.** Instructions for the use of OMB 80-R0184 found in Attachment 660.3A apply to planning applications with the following exceptions:

- (1) **Part II, Section A.** In addition to the shaded parts, items 5, 7 and 9 are not applicable to planning grants. These should be answered with the letters N/A.
- (2) **Part II, Section B.** None of the items on this sheet are applicable to planning grants. Mark all items N/A.
- (3) **Part III, Section B.** Items 3 through 12 are not applicable to planning grants. Planning costs should be entered in Item 13. Attach a sheet summarizing the major project elements, their estimated costs and staffing requirements, and the estimated beginning and ending periods of work on each element. The breakdown of work items should be sufficiently detailed to permit a clear understanding of the work to be performed and the basis for estimated costs. This requirement may be answered in part by reference to the detailed narrative incorporated into the Project Agreement, NPS 10-902 (see 630.2.10.B., below.)
- (4) **Part III, Section C.** Not applicable.
- (5) **Part III, Sections D and E.** Self-explanatory.
- (6) **Part IV.** Applicants should respond to Item 3c in addition to those items not shaded. Item 3c and Item 5a can be answered by reference to the detailed narrative attached to the Project Agreement Form - NPS 10-902 (see 630.2.10B, below).

B. **Project Agreement Form NPS 10-902.** A project agreement form must be completed for all planning projects. Attachment 660.3B provides instructions for its preparation. For planning grants, the "Project Scope" section of the agreement must also reference and

incorporate a more detailed narrative attachment which covers the following items:

- (1) Identification of the objectives of the grant, with reference to planning needs identified in existing SCORP documents or other justification in terms of the project's compatibility with overall SCORP program priorities.
- (2) The planning products that will result and how they will contribute to maintenance of the SCORP program and preparation of future policy plans or implementation programs; and, if appropriate, the relationship of a new proposal to other planning grants received by a State.
- (3) The general approach to be used, including a schedule of key events, the breadth of study coverage, and cost estimates for each work item indicating how funds will be used by object class (personnel, travel, equipment, consultant contracts, etc.)
- (4) A discussion of the personnel, organizations or outside consultants that may be used to implement the project, with an explanation of any special knowledge or expertise which they will provide.

This narrative will also serve to meet the requirements of Part IV of OMB 80-RO184 [see above - Part 630.2.10A]

C. E.O. 12372 Comments. Comments received through the E.O. 12372 Single Point of Contact review, along with a statement of the consideration given to those comments, must be submitted with the project. If comments were requested but not received a statement to that effect should be included.

D. Certified Project. Project certification procedures described in Chapter 660.5 are not applicable to planning projects.

11. Regional Review. Project applications will be reviewed by the Regional Office to determine if all planning assistance requirements have been met. This evaluation will focus on the following specific criteria:

- A. The project must be an integral part of the SCORP process and clearly essential to maintenance of the SCORP as a decision-making or management tool. If need for the project is not explicitly identified in current SCORP documents, there must be mutual agreement between the Service and the grantee on the priority need for the project effort as part of a State's overall recreation planning program

- B.
1. Timing, scope, costs and methodology of the project must be appropriate to the planning benefits received and complementary to any other planning efforts needed to address identified deficiencies in a State's overall planning program.
  2. Project work elements must be clearly identified with reasonable scheduling, staffing and cost estimates assigned to each element.
  3. Grant products such as published plans, studies, new policies or procedures to be adopted, reports, evaluations or other documents must be explicitly identified.
- C. Both the agency requesting the assistance and the project itself must be eligible for planning assistance from the Land and Water Conservation Fund.
- D. The requirements of Executive Order 12372 relating to review and comment by the State Clearinghouse must have been completed.
- E. There must be no duplication of Federal assistance for work items funded under the project.
12. **Amendments.** Changes which materially alter the scope, change the cost or the completion time of a project must be approved by the Service. When a State wishes to change its project it should discuss the proposed changes with Regional Office personnel prior to submitting an amendment to the project agreement. (see Attachment 660.3C) Amendments will be reviewed and processed following the same procedures used for a complete planning project. Only those changes considered to be major and substantive will be required to receive E.O.12372 clearinghouse review. Planning projects should normally cover a period of two years or less to ensure timely completion and close-out of complex work efforts and reduce audit problems. In no case should a single planning grant include elements from more than one complete SCORP cycle (Policy Plan to Policy Plan), except where costs of publication and distribution of a SCORP document from a previous cycle may be reasonably included as a public participation element in the next SCORP cycle.
13. **Regional Action.** The Regional Director shall act to approve or disapprove all planning projects and amendments within the limits of his authority, and shall notify the project sponsor in writing regarding his action on the project or amendment.

14. **Financial Procedures.** Adequate financial records must be maintained to support all the costs involved in a project. A documentation "trail" adequate to withstand audit should be maintained. Generally accepted accounting and auditing principles will apply to project records, accounts and documentation. Such records must be in accord with the principles established in OMB Circulars A-102 and A-87 for prevention of fraud, waste and abuse in Federal programs. Particular attention should be paid by the grantee to good records of in-house personnel costs attributable to the planning grant. Time distribution records must be maintained for each individual for whom L&WCF grant costs are to be claimed. Careful records of time spent on SCORP elements are especially important when personnel are splitting their time between one or more SCORP projects and other planning or administrative duties. To guard against fraud, waste and abuse or possible disallowance of legitimate grant costs, it is recommended that grantees establish a separate tracking account for each planning grant and perform updates of staffing and other charges to such accounts on a regular (e.g., biweekly or monthly) basis. For the same reasons, at-least-annual billings on planning projects of more than one year's duration are recommended. No grantee billings, or electronic drawdowns can be made without Service review of a billing progress report covering expenditures and accomplishments under the grant (see Part 630.2.15, below.)
15. **Reimbursements.** Because of the special features of L&WCF planning grants as compared to capital grants for acquisition or development, it is essential to ensure adequate project tracking and cost documentation on a periodic basis throughout the life of each planning project. All reimbursement requests for planning grants must be accompanied by a billing progress report. States, whether on direct billings (Treasury check) or using the SMARTLINK automated drawdown method must obtain Service approval of their progress report *BEFORE* payments are requested. When requesting planning grant reimbursements, States will submit to their NPS Regional Office the Progress Report described in Part 630.2.16, below. NPS will review and approve such reports, then process direct billings or provide the grantee with a letter authorizing a SMARTLINK drawdown for the approved reimbursement amount.
16. **Progress Reports.** Reports of progress toward the completion of a planning project must be submitted with each billing for the costs incurred. Progress Reports must include:
- (a) a list of the major work items (elements) agreed to in the project scope of the grant contract;
  - (b) a narrative description of the status of work for each item in the project;

- (c) identification of any elements that are behind schedule and of what problems have caused delay;
- (d) actual or projected completion dates for each work item;
- (e) if appropriate, evaluations of the success or failure to date of the planning approaches used and of any effects of project work to date on State policies or improved management of State programs;
- (f) estimated costs incurred during the billing period for each work item; and,
- (g) total costs incurred and total costs previously billed for all parts of the project to date.

For planning grants with a project period of more than one year and for which no billings or drawdowns have been requested during the past year, a report of this type must be submitted to NPS by March 31 of each year, as covered in Part 675.5. Notwithstanding the provisions of Part 675.5.C. on alternative consolidated performance reports, a separate report is required on each active planning grant for which no reimbursement has been requested within the preceding twelve months.

In addition to reports of project progress, work accomplished as a part of a planning grant should be included in the planning evaluation required as a part of each State's Annual Report on Land and Water Conservation Fund activities (see Part 600.7).